

## SAS® EVAAS®

### ROSTER VERIFICATION QUICK-START GUIDE

FALL SEMESTER 2014-2015

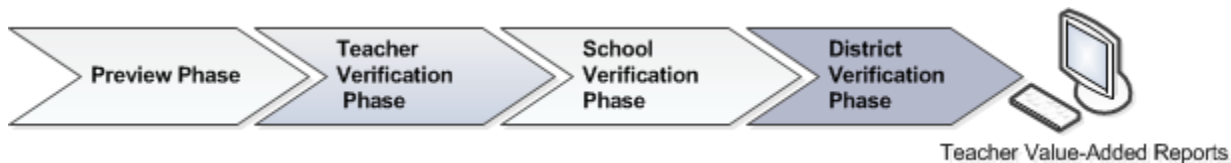
## What is Roster Verification?

Roster Verification is simply a way for teachers to verify their class rosters and allow schools and teachers to indicate when there are multiple professionals sharing responsibility for a student's instruction.

**It is important that rosters are accurate because EVAAS uses them, along with test scores, to generate Teacher Value-Added reports.**

## What is involved?

The NC Department of Public Instruction pulled class rosters from PowerSchool and transmitted them to EVAAS. Teachers, School Administrators, and Central Office Staff will log into their EVAAS accounts during the dates below to view these rosters and make changes as needed.



Preview Phase	Teacher Verification Phase	School Verification Phase	District Verification Phase
Dec 15 – Jan 4	Jan 5 – Jan 25	Jan 26 – Feb 15	Feb 16 – March 1
<b>School Admins and District Admins prepare for teachers</b> <ul style="list-style-type: none"> <li>District Admins inform EVAAS of any missing schools**</li> <li>Optionally, assign Roster Verifier permission to staff so they can assist with district or school roster verification*</li> <li>Add teachers who do not already have access to Roster Verification at the school</li> <li>Remove teachers who should not have access to Roster Verification at the school</li> <li>Add and remove rosters for teachers</li> </ul>	<b>Teachers verify their rosters</b> <ul style="list-style-type: none"> <li>Add and remove rosters and students</li> <li>Claim proportion of instructional responsibility for each student</li> <li>Submit rosters to School Admin</li> </ul>	<b>School Admins and Verifiers verify their teachers' rosters</b> <ul style="list-style-type: none"> <li>As needed, manage teachers' access to Roster Verification</li> <li>Investigate over- and underclaimed students</li> <li>Add and remove rosters and students, adjust % of responsibility</li> <li>If necessary, return rosters to teacher</li> <li>Verify all rosters for each teacher</li> <li>Submit rosters to District Admin</li> </ul>	<b>District Admins and Verifiers verify their schools' rosters</b> <ul style="list-style-type: none"> <li>Investigate over- and underclaimed students</li> <li>Add and remove rosters and students, adjust % of responsibility</li> <li>If necessary, return rosters to School Admin with comment</li> <li>Verify all rosters for each school</li> <li>Submit rosters to EVAAS</li> </ul>

**\*School Admins and District Admins:** for instructions on how to assign the Roster Verifier permission, log on to EVAAS Roster Verification and click **Help**.

**\*\*District Admins:** find more information about checking for missing schools on page 3.

## Who is participating?

Teachers who have direct instructional responsibility for students enrolled in fall semester classes in which the assessments listed in the FAQ are administered.

All school admins and district admins, and anyone designated as a school or district verifier.

## How do I access EVAAS Roster Verification?

Log on to EVAAS at <https://ncdpi.sas.com>.

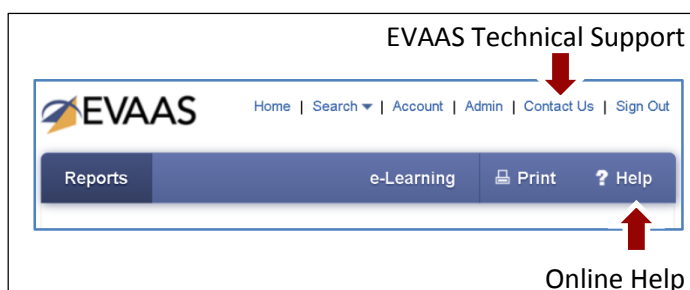
1. In the Reports menu, select Roster Verification.
2. Select **Roster Verification 2014-15, Active Fall**.

## Is documentation available?

From NCDPI's Roster Verification web page at <http://dpi.state.nc.us/effectiveness-model/roster/>, you can access the following documents:

- Sample Scenarios
- FAQs
- Student + Teacher Assignment Worksheets

In addition, the online help, accessible throughout the application, provides detailed instructions and examples.



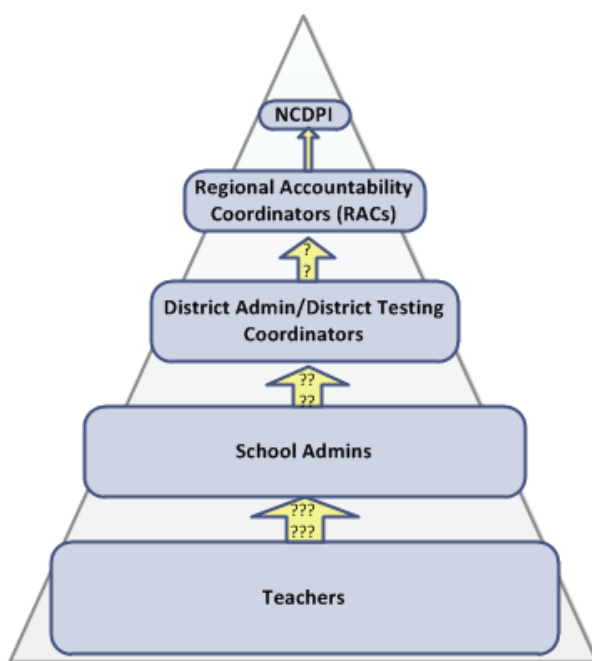
## Can I get training?

You can view a virtual learning module at any time, and you can attend one of our live Q&A webinars. Find the link to the virtual learning module and the schedule of live Q&A webinars on the EVAAS login page at <https://ncdpi.sas.com>.

## What if I need support?

If you have questions related to using the Roster Verification application, click **Contact Us** (at the top of any page) to send email to EVAAS Technical Support.

If you have questions related to guidelines, policy, and calculations, use this diagram to determine who to contact locally for support.



### Which teachers do School Administrators need to add?

Refer to the FAQ for a list of types of teachers who should participate in Roster Verification. During the Preview phase, you might need to add:

- Exceptional Children's teachers
- ESL teachers
- AIG teachers
- Teachers of special programs or targeted intervention classes
- Reading and math specialists/coaches
- Teachers who have left the district may be included to ensure that instructional responsibility for those teachers is captured
- K-2 teachers who provide reading instruction for the K-3 Checkpoints
- Virtual teachers who teach via the North Carolina Virtual Public School (NCVPS)

### Which teachers should School Administrators not add?

Do not add substitute teachers or teachers who are not being evaluated under the NC Educator Evaluation System.

### How do District Administrators check for missing schools?

Check for missing schools during the Preview phase, from December 8 to December 14.

1. Log on to EVAAS at <https://ncdpi.sas.com>.
2. In the **Reports** menu, select **Roster Verification**.
3. Select **Roster Verification 2014-15: Active Fall**. The District Roster Verification Summary opens.
4. Find the section labeled **Not Ready for Review**. If a school that should participate in Roster Verification is not listed, scroll to the top of the page and click **Contact Us**. In your message, enter the name of the school that needs to be added and state that this is a high-priority issue.

**Schools cannot be added after the Preview phase ends on January 4.**